



Broward Workforce Development Board
**Combined Executive
& Audit Committee**
Monday December 5, 2022
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 845 0435 6846
Zoom Password: 798781
Zoom Call in: +1 646 876 9923

MEETING MINUTES

CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309

The Committee was reminded of the conflict-of-interest provisions.

ATTENDEES IN-PERSON: Zac Cassidy, Dr. Lisa Knowles, Jim Ryan, and Frank Horkey who chaired the meeting

ATTENDEES VIA ZOOM: Heiko Dobrikow, Rick Shawbell, Dr. Ben Chen, Pam Sands, Kevin Kornahrens, and Marjorie Walters

GUEST: Brian Liffick, Cherry Bekaert

STAFF: Carol Hylton, Ron Moffett, Rochelle Daniels, Christine Azor, and Amy Winer

APPROVAL OF MINUTES

Approval of the Audit Committee Minutes of the 8/15 meeting.

On a motion made by Dr. Ben Chen and seconded by Zac Cassidy, the combined Executive and Audit Committee unanimously approved 8/15 Audit Committee minutes.

Approval of the Executive Committee Minutes of the 10/10 meeting.

On a motion made by Heiko Dobrikow and seconded by Jim Ryan, the combined Executive and Audit Committee unanimously approved 10/10 Executive Committee minutes.

NEW BUSINESS

1. **Slate of Broward Workforce Development Board, Inc. Officers for 2023**

Considered approval of the 2023 slate of Officers for presentation to the Broward Workforce Development Board, Inc. (BWDB). Our Chair and Vice Chair are ineligible for re-election as they are completing their second term. On 9/30 Carol Hylton, President/CEO, asked BWDB members to submit nominations via e-mail for consideration by the Organizational Resources Committee. The CareerSource Broward Council of Elected Officials has final approval of the slate. Approved at the 11/7 Ad Hoc Organizational Resources Committee meeting.

Mr. Horkey introduced the item and stated the recommendations from the Organizational Resources Committee were as follows: 1) Heiko Dobrikow, Chair, 2) Jim Ryan, Vice-Chair; and 3) Zac Cassidy, Secretary/Treasurer. Mr. Horkey announced that he, as current BWDB Chair, had waived the term limit for Mr. Cassidy to serve for the next two-year term and that the Organizational Resources Committee was in agreement with that action.

On a motion made by Rick Shawbell and seconded by Dr. Ben Chen, the combined Executive and Audit Committee unanimously approved the slate of officers for 2023 for presentation to BWDB as follows: Heiko Dobrikow Chair, Jim Ryan Vice-Chair, and Zac Cassidy Secretary/Treasurer.

2. **Membership Renewals**

Considered the renewal of BWDB members whose terms will expire in January 2023 and who are eligible for renewal for an additional two years. The thirteen (13) members being recommended for renewal are 1) Bob Swindell 2) Francois Leconte 3) Frank Horkey 4) Heiko Dobrikow 5) Ismael Martinez 6) Keith Costello 7) Lori Wheeler 8) Pam Sands 9) Richard Shawbell 10) Sandy McDonald 11) Zac Cassidy 12) Dr. Mildred Coyne and 13) Dr. Vickie Cartwright who was appointed to the BWDB in October, to fill the remaining term of James Payne. The CSBD Council of Elected officials appoints board members by a vote of the Council following a recommendation from the Board. Approved at the 11/7 Ad Hoc Organizational Resources Committee meeting.

Mr. Horkey introduced the item and reviewed the list of members recommended for renewal.

On a motion made by Dr. Lisa Knowles and seconded by Jim Ryan, the combined Executive and Audit Committee unanimously approved membership renewal for 1) Bob Swindell 2) Francois Leconte 3) Frank Horkey 4) Heiko Dobrikow 5) Ismael Martinez 6) Keith Costello 7) Lori Wheeler 8) Pam Sands 9) Richard Shawbell 10) Sandy McDonald 11) Zac Cassidy 12) Dr. Mildred Coyne and 13) Dr. Vickie Cartwright.

3. Broward Workforce Development Board (BWDB) Appointments

Considered the nominations of 1) Rufus James, Airport Director, Fort Lauderdale Executive Airport from the Aviation/Aerospace targeted industry 2) Michael Goldstein, President/CEO, Lan Infotech from the Information Technology/Environmental sector 3) Shane Strum President/CEO, Broward Health from the Healthcare/Life Sciences industry to fill slots on the BWDB in the private sector category and from the roster we keep for future member consideration 4) Felipe Pinzon, President/CEO of Hispanic Unity of Florida in the Organized Labor and CBO category. Approved at the 11/7 Ad Hoc Organizational Resources Committee meeting.

Ms. Hylton stated that she was advised that Mr. Strum was interested in joining the BWDB, but at this time, we have not been able to connect with him.

On a motion made by Zac Cassidy and seconded by Dr. Lisa Knowles, the combined Executive and Audit Committee unanimously approved the nominations of Rufus James, 2) Michael Goldstein, 3) Shane Strum, and 4) Felipe Pinzon to the BWDB.

4. Food and Beverage Purchases

Considered approving up to \$27,000 from the General Fund for food and beverage expenses for 2023. This is a slight increase due to the rising cost of food from the \$23,500 set aside in previous years. We use these funds for 1) board and committee meetings 2) staff planning sessions and day-long staff training 3) employer forums 4) networking events such as chamber of commerce/industry association meetings 5) community meetings attended by the President/CEO, Executive Vice President, and management and 6) staff appreciation up to 3 times per year. Funds not expended remain in the General Fund.

Mr. Horkey introduced the item. He requested that we include ½ day staff training sessions. Ms. Hylton stated that we would include ½ day training sessions for the BWDB to consider at their next meeting.

On a motion made by Heiko Dobrikow and seconded by Jim Ryan, the combined Executive and Audit Committee unanimously approved a budget of up to \$27,000 from the General Fund for food and beverage expenses for 2023.

5. Broward Workforce Development Board Youth Committee

Considered approval of 1) a Youth Committee and 2) adopting an amendment to Article IV Section 4 paragraph 1 of the By-Laws to add a Youth Committee to the list of standing committees. CSBD has received community feedback encouraging the reinstatement of the Youth Committee which was merged into the One Stop Services Committee several years ago. The thought at the time was to combine committee engagement focused on job seeker services. However, the youth programs would benefit from a committee devoted to their unique needs and programs. During discussion at the One Stop Services Committee, there was unanimous consent for this action. The amendment to the By-Laws will require a 2/3 vote of the Board members present at a meeting with an established quorum. Approved

at the 11/1 One Stop Services and 11/7 Ad Hoc Organizational Resources Committee meetings.

On a motion made by Zac Cassidy and seconded by Dr. Lisa Knowles, the combined Executive and Audit Committee unanimously approved 1) a Youth Committee and 2) adopting an amendment to Article IV Section 4 paragraph 1 of the By-Laws to add the Youth Committee to the list of standing committees.

6. President/CEO Evaluation

In accordance with the BWDB and CareerSource Broward Council of Elected Official's policy, the Executive Committee evaluates the President/CEO using an instrument developed by the Organizational Resources Committee. The evaluation instrument was distributed to the Executive Committee members by the Legal Department in November. The scores have been tabulated and averaged.

Ms. Hylton indicated she would step out of the room to allow for a free and open discussion. Mr. Horkey opened up the discussion stating that her assessment was almost perfect and from his vantage point as Chair, he felt she was doing "a fabulous job." Mr. Horkey reviewed Ms. Hylton's current salary and benefits reminding the Committee that she receives an additional \$2,000 in her retirement and that her salary is \$225,000 of which \$22k comes out of the general fund. He then explained to the Committee that in speaking with her, Ms. Hylton had indicated that she would not accept more than a 4% increase, which is the same merit threshold for the staff. Mr. Horkey also reminded the Committee that the range for President/CEO in accordance with the recently performed salary study is \$202k - \$323K with the midpoint being \$263k and that Ms. Hylton was far from the midpoint. There was general agreement regarding Ms. Hylton's excellent job performance.

Mr. Jim Ryan inquired how many employees we have on a full-time basis. Mr. Horkey responded about 150. Mr. Ryan asked whether salary information had been collected from any of the other local boards or CareerSource Florida. Mr. Horkey stated that the President/CEO in Palm Beach was being paid \$225,000 and the Director in Dade was making \$224,000. We also provided the full board with comparison information in December of last year and as a part of the external salary study presented in April.

Ms. Sands was recognized and suggested consideration should be given to the current economy as she was aware of layoffs in her field. She asked whether information was available on raises to top officials employed by the Council member governments.

Ms. Daniels responded that in December of last year and again in April, 2022 as a part of the internal and external salary studies, the governing boards were provided 1) the percentages for merit increases for governmental, workforce, and other similar not-for-profit organizations, and the starting, midpoint, and top of the salary ranges for positions in CSBD and similar organizations. Ms. Daniels went on to explain that the governing boards approved a policy change to the merit (performance) increase maximum from 3% to 4% last December and that this does not require annual approval.

Mr. Dobrikow stated that 4% is appropriate.

A motion was made by Heiko Dobrikow and seconded by Dr. Lisa Knowles, to approve a 4% salary increase for Ms. Hylton.

Ms. Sands then asked the Committee to reconsider voting on the increase based on her prior comments and made a motion to table the motion on the floor which was seconded by Dr. Ben Chen. The motion failed with 2 votes in favor and 8 against tabling the motion on the floor.

A vote was then taken, on the original motion to increase Ms. Hylton's salary by 4%, which was approved.

Note: In contacting Dr. Chen, who attended the meeting via Zoom, for clarification, he stated that he felt a 4% increase was not sufficient and that Ms. Hylton's performance more than met expectations. He was not in agreement to delay awarding an increase.

7. Selection of a Bank for Banking Services

Considered approval of U.S. Century Bank to handle CSBD's banking services. CSBD was recently informed that Citibank would no longer qualify as a public depository in the State of Florida necessitating the selection of a new bank. CSBD issued a Request for Proposals for Banking Services distributing it to every qualified bank and received 3 responses. The Century Bank proposal was the number one ranked proposal following an evaluation of the proposals by a review committee comprised of Board members.

On a motion made by Jim Ryan and seconded by Dr. Lisa Knowles, the combined Executive and Audit Committee unanimously approved U.S. Century Bank for Banking Services.

8. Executive Committee and BWDB 2023 Meeting Schedule

Considered adopting the 2023 Executive Committee and BWDB meeting schedule. Last year we asked members to put a placeholder on the dates in the off months when we were not scheduled to meet in case a meeting was needed. In reviewing the schedule for next year, we have added an additional meeting for a total of 7 meetings. Members no longer need to reserve time in the off months. All members are encouraged to attend in person and we will also have a Zoom option. Approved at the 11/7 Ad Hoc Organizational Resources Committee meeting.

Mr. Horkey explained the calendar includes our annual Board planning session in April.

On a motion made by Dr. Lisa Knowles and seconded by Jim Ryan, the combined Executive and Audit Committee unanimously approved the 2023 Executive Committee and BWDB meeting schedule.

9. 2023 Stop-Loss Coverage

Each year we bring you the Stop Loss coverage for our self-insurance health policy. This insurance caps payout in the event of claims in excess of \$75,000 per individual. The 2021

procurement allowed for two renewals, this is the 2nd and final renewal. Our insurer is not increasing our premiums this year and we are recommending renewing the policy with our current company, American Fidelity Assurance at the same projected cost as last year \$273,968.

Mr. Horkey introduced the item and provided an overview.

On a motion made by Heiko Dobrikow and seconded by Zac Cassidy, the combined Executive and Audit Committee unanimously approved the 2023 Stop-Loss Coverage.

10. Staff Professional Development Day

Considered approving closing the CSBD one-stop centers and administrative office to the general public for one day each year for staff professional development training and team building. This is a great way to 1) enable employees to innovate 2) allow staff from different locations to connect and 3) provide a venue where staff and management can inspire and educate each other. If approved, we will notify the Department of Economic Opportunity accordingly. Approved at the 11/7 Ad Hoc Organizational Resources Committee meeting.

Mr. Horkey stated that closing the office to the public requires board approval, and then we will advise the State.

On a motion made by Zac Cassidy and seconded by Jim Ryan, the combined Executive and Audit Committee unanimously approved closing the CSBD one-stop centers and administrative office to the general public for one day each year for a staff professional development day.

11. Addition of New Course for Existing Eligible Training Provider - Broward College

Considered approving the addition of Broward College's Commercial Driver's License (CDL) Program to the Individual Training Account List. CDL is in high demand in Broward County and pays a good wage. The course is offered in person with road experience 1) on an 8-week schedule or 2) in a condensed 4-week program to meet students' needs. CSBD reviewed the application for completeness and to ensure that Board mandated criteria are met for the training program and related occupational title. Because Board member, Dr. Mildred Coyne, is employed by Broward College this recommendation must be approved by a 2/3 vote of the Board members present with an established quorum at a Board meeting. Approved at the 11/1 One Stop Services Committee meeting.

Mr. Horkey introduced the item and briefed the members on the action being recommended.

On a motion made by Heiko Dobrikow and seconded by Zac Cassidy, the combined Executive and Audit Committee unanimously approved the addition of Broward College's Commercial Driver's License (CDL) Program to the Individual Training Account List.

12. Continuing Eligibility for Florida Career College and Galen College of Nursing

Considered approving existing eligible training providers (ETP) 1) Florida Career College and 2) Galen College of Nursing with continuing eligibility for the period 12/15/22 thru 12/15/24 and 3) maintaining their currently approved occupational training programs on our ITA list. This is in accordance with WIOA which requires providers to be re-evaluated and approved for continuation on the ETP List after their initial year of eligibility. Both of these providers have met continued eligibility requirements that include, but are not limited to, licensure, accreditation, issuance of an industry-recognized credential and reporting to the Florida Education and Training Placement Information Program. CSBD reviewed the applications for completeness and to ensure that CareerSource Florida requirements and Board mandated criteria are met for all three schools. Approved at the 11/1 One Stop Services Committee meeting.

On a motion made by Heiko Dobrikow and seconded by Pam Sands, the combined Executive and Audit Committee unanimously approved continuing eligibility for Florida Career College and Galen College of Nursing.

13. Accept Supplemental WIOA Dislocated Worker (DW) Funding

Considered the acceptance of \$983,715 in WIOA DW supplemental funds for PY 22/23. These funds will be used to 1) increase community outreach and expand marketing campaigns 2) scholarships for customers and 3) fund work-based training opportunities such as paid work experience, incumbent worker training, and on-the-job training. Approved at the 11/1 One Stop Services Committee meeting.

On a motion made by Dr. Lisa Knowles and seconded by Zac Cassidy, the combined Executive and Audit Committee unanimously approved \$983,715 in WIOA DW supplemental funds for PY 22/23.

14. Accept Children's Services Council Summer Youth Funds

Considered the acceptance of \$2,815,656 from the Children's Services Council of Broward County to serve up to 583 economically disadvantaged youth ages 16-18 for the PY 22/23 Summer Youth Employment Program. These funds will allow us to maintain the youth wage of \$14 per hour which was increased this past summer. The SYEP will continue to provide youth with three days of employability skills training and an eight-week meaningful summer work experience. The application for youth will open on December 19th and the program will begin on 6/12/23. We are in the process of recruiting work sites with an emphasis on private-sector employer sites to provide meaningful employment experiences that are aligned with the youth's career interests. Approved at the 11/1 One Stop Services Committee meeting.

Mr. Horkey stated that Children's Services Council raised the youths' wages last year to \$14 per hour which has assisted with recruitment.

On a motion made by Heiko Dobrikow and seconded by Marjorie Walters, the combined Executive and Audit Committee unanimously approved the acceptance of \$2,815,656 from the Children’s Services Council of Broward County.

15. Accept City of Ft Lauderdale Summer Youth Funds

Considered the acceptance of \$301,543 from the City of Fort Lauderdale to serve 63 economically disadvantaged youth ages 16-18 years old in the PY 22/23 Summer Youth Employment Program. The program will provide youth with three days of employability skills training and an eight-week meaningful summer work experience. Approved at the 11/1 One Stop Services Committee meeting.

Ms. Hylton stated the \$301,543 for this year’s program is an increase of \$111k over last year. Ms. Hylton expressed her appreciation to Mayor Trantalis for his support.

On a motion made by Marjorie Walters and seconded by Zac Cassidy, the combined Executive and Audit Committee unanimously approved the acceptance of \$301,543 from the City of Fort Lauderdale.

REPORTS

1. WIOA Youth Performance for Program Year 22/23

CSBD currently contracts with education partners and local organizations in Broward County to provide education and employment services to youth between the ages of 17 and 24. We have four (4) Out-of-School Youth and two (2) In-School Youth programs. As previously reported, since the pandemic our providers are struggling to meet their enrollment goals. We have been working with them on recruitment strategies, and we have seen an increase in enrollments as a result.

Mr. Moffett stated that since the beginning of the program year, which started in July, enrollments had been a concern. We have been working in close partnership with each of the providers to implement additional strategies to increase enrollments. Since implementing these strategies, we have seen an uptick in enrollments.

2. Reconciliation Recommendation from External Monitors, Accounting and Audit Firm Cherry Bekaert, LLP

This is a summary of actions taken regarding a “due to due from” that appeared in our 2018/2019 Audit Report Financial Statements. To address the reconciliation of the “due to/due from” we sought guidance from our Sr. VP of Fiscal, our Audit Firm, our external fiscal monitors, who are CPAs and part of a multi-state Audit and Accounting Firm, as well as our Board Chair, who is a CPA and is also an auditor. This memo memorializes these actions and “zero’s out” the “due to due from” it has also been provided to the state for their records. Fiscal now reconciles between funding streams on a monthly basis to avoid this situation from recurring in the future.

Mr. Horkey explained the due to due from and summarized the actions taken to bring resolution to the matter. Mr. Horkey stated that \$211k will remain in the general fund, and \$150k will be removed. Mr. Horkey informed the members that this does not need Board approval and that the state has also been made aware of our actions. He relayed that our Audit firm is also in agreement with the zeroing-out methodology.

Mr. Horkey asked if anyone had any questions for Brian Liffick, Cherry Bekaert, and if he (Brian) had anything further, he wanted to add. There were no questions and Mr. Liffick thanked everyone for their work on this process.

3. General Fund Balance

On 6/30 the General Fund balance was \$1,010,934. As noted in Memo #05-22 (LS) which preceded the General Fund Report on the Agenda, CSBD has been able to reconcile the remaining "Due to Due From" which we reported to you last year. Based upon the work performed by Cherry Bekaert of the \$366,747 remaining in the "Due to Due From" noted in our last Audit Report, \$236,364 remains in the General Fund and \$130,383 will be moved from the General Fund to the Grant Funds. Since June we have also realized revenues of \$99,420 and incurred expenditures of \$78,260. The total of all revenues, expenditures and adjustments is an ending balance of \$901,711 including the reserves in the General Fund as of 10/31.

Mr. Horkey explained that \$250k was set aside for audit findings. He stated that \$21,300 is for the President's salary, which is included in the general fund. Lastly, he said that Tripp Scott, P.A., is not a reoccurring charge.

4. Budget vs. Expenditure Report

Detailed below is the Budget vs. Actual Expenditure Report. Some under expenditures in the WTP, WIOA adult/dislocated worker and youth, and Veteran's funding streams are noted. Since the onset of the pandemic, the workforce system has seen a reduction in traffic statewide and nationwide. While efforts to date have resulted in our youth providers meeting their enrollment goals we are still underspent in required work experience expenditures. To increase enrollments and spending in our formula funding streams, we have initiated a number of strategies as follows 1) we have engaged Moore Communications and we released an RFP for marketing and outreach services to better promote our brand and the services we have available to assist employers and job seekers 2) scheduling ITA fairs 3) offering paid internships to youth who are graduating from our eligible training providers which includes the Technical Colleges and Broward College 4) expanding employer awareness of apprenticeship and 5) participating in joint community partner events.

Ms. Hylton reviewed the report and highlighted that we have 1) issued an RFP for a local firm to conduct social media, digital, and a multi-media campaign to increase enrollment and 2) implemented a new initiative with micro-purchase agreements that are under \$10,000 with the Greater Fort Lauderdale Chamber of Commerce, the Greater Hollywood Chamber of Commerce, and the Broward County Black Chamber of Commerce, to attract employers to use our services and with Hispanic Unity of Florida, Inc. and the Urban

League of Broward County Inc., to promote our programs to their customers. Lastly, Ms. Hylton stated that we anticipate the expenditures in our Veterans grants to increase as the year progresses.

5. Cherry Bekaert LLP Fiscal Monitoring Report #3 PY 21/22 Issued 8/22

Cherry Bekaert conducted fiscal monitoring for the period 3/1/22 through 6/30/22. Cherry Bekaert reviewed a total of 1,076 elements during the review period. There were no findings or observations. Based on the total elements reviewed, this was a 0% error rate.

Mr. Horkey thanked the Fiscal team for a job well done.

6. Taylor Hall Miller Parker, PA, Program Monitoring Report #3 PY 21/22 Issued 10/22

THMP conducted program monitoring for the period 4/1/22 through 8/18/22. They reviewed a total of 175 files consisting of 6,736 elements. There were 3 findings and 6 observations. This equates to an error rate of (.045%) less than 1%. All findings and observations were corrected except where cases were closed and no further action could be taken.

Mr. Horkey thanked the staff for a job well done.

7. CSBD Healthcare Career and Training Fair

Our Broward County Economic and Labor Market Analysis indicates that occupations in the healthcare industry are expected to grow by 24.9% over the next 10 years. To increase the pipeline of trained and qualified individuals to fill future vacancies in this industry. CSBD will be holding a Healthcare Career and Training Fair. Eligible training providers who offer training in the medical field will also be present. The purpose is to expand awareness of our 1) work-based training opportunities in the healthcare field 2) scholarships and 3) employment services. The event will be held on 12/8 at 10 am at CSBD's South Center in Hollywood.

Ms. Hylton stated the guest speakers at the fair are 1) Charles Felix, Owner of South Florida Hospital News & Healthcare Report 2) Stephanie Zeverino, Vice President of Market Development & Community Outreach, Senior Care Authority 3) Mark Adam, President of MASC Medical Recruitment Firm and 4) Evelyn Gonzalez, Director of Clinical Workforce Development, Memorial Healthcare Systems. Initial interest from job seekers has been high and we are looking forward to a great fair.

MATTERS FROM THE EXECUTIVE AND AUDIT COMMITTEE CHAIRS

Mr. Horkey said he attended the Paychecks for Patriots event with Mr. Dobrikow. There were approximately 75 employers and hundreds of job seekers. The employers were excited to be there. Tony and his staff did an excellent job.

Mr. Dobrikow indicated that the staff was very welcoming. There were many law enforcement agencies and private-sector employers. He said the setup was perfect, and the team did a great job.

Mr. Cassidy said it was a good turnout and was glad to be part of it. He stated it was a job well done.

MATTERS FROM THE EXECUTIVE COMMITTEE

Mr. Dobrikow thanked the staff for the dashboard. He said it was a dynamic dashboard and recognized the work put into it by staff. He said the 2023 employment demand surplus and job seeker supply deficit would be an uphill battle for years to come. He is hopeful that other employers will put the dashboard on their website and share it. He would like to see CCB, and GFLA put it on their website.

MATTERS FROM THE AUDIT COMMITTEE

None

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton stated that there were about 200 job seekers at the Paychecks for Patriots event. The event had new employers such as Hard Rock, Miami Heat, and Pembroke Pines police. We captured video from the event so that we can create a promotional advertisement to showcase our services.

Ms. Hylton explained that Ernest and Young was to present their realignment findings in December at the CareerSource Florida Board meeting, but it has been pushed back to February. We will share the news once we have more information.

Per the request of our Chair Heiko Dobrikow, Ms. Hylton indicated that Committee Chairs will now introduce the board agenda items.

Ms. Hylton stated that we would be setting a date for Board training. We plan to record the training so that in the event you cannot attend you will still be able to participate. The training is required per the Master Agreement and covers nine topics.

Ms. Hylton informed the committee that the management study has provided us with a draft report for the CBR/HR departments. There are several recommendations. One of their recommendations is to separate Communications from Business Services. They also recommend that we hire an additional Executive Vice President to split up responsibility for operations and for administration. They made recommendations for new software programs for both departments to increase productivity, project tracking, and efficiency. Mr. Horkey added that the 2nd phase of the management study would start next year for Fiscal and SYEP.

Lastly, Ms. Hylton stated we received a Single Mothers grant for \$500k for two years. Ms. Hylton has met with organizations that assist single mothers, like the ELC, CSC and others. She stated that we already have interest from over 200 single mothers who are eager to learn more about the program's benefits and we are following up with them.

ADJOURNMENT 1:18 pm

THE NEXT AUDIT AND EXECUTIVE COMMITTEE MEETINGS ARE TO BE DETERMINED.